



REPUBLIC OF THE PHILIPPINES  
OFFICE OF THE CITY MAYOR  
DAGUPAN CITY

MEMORANDUM ORDER NO. \_\_\_\_\_, SERIES OF 2020

FROM : OFFICE OF THE CITY MAYOR

TO : ENGR. MELCHOR GUIANG, General Services Officer

RE : SHUTTLE SERVICE FOR GOVERNMENT PERSONNEL PERFORMING COVID-19 INITIATIVES

DATE : March 18, 2020

Due to the lack of transport services available in the City, new classifications of public transport conveyances for Government employees, medical officers and employees/personnel, whether public or private, are hereby created and designated as "SHUTTLE SERVICE". The following are guidelines in the use of the City Government's shuttle service:

**GUIDELINES IN THE USE OF SHUTTLE SERVICE**

1. LGU-Dagupan Shuttle service shall operate during workdays, i.e. Monday to Friday and on Weekends for City and National government personnel, public and private, assigned to perform tasks related to efforts against COVID-19, particularly performing in health and medical field.
2. The Shuttle Service shall be for the exclusive use of Authorized passengers only as herein defined. Companions are prohibited save in cases of emergency and in exceptional circumstances, which require prior notice and approval of the Office of the City Administrator.
3. To avail of the shuttle service, passengers must present their valid ID or any proof of work in government agencies, hospitals, health centers, and other medical institutions.
4. While inside the shuttle, all passengers must observe the proper norms of conduct and code of ethics for public servants as provided for in the Civil Service Law, Rules and Regulations including social distancing measures. Any violation thereof shall be dealt with accordingly.
5. A passenger who is under the influence of liquor or carrying obnoxious or foul-smelling goods, items or products shall not be allowed to board the bus.
6. The Shuttle must follow the designated route and stop, start and waiting time interval at the designated areas. No unauthorized stops or requests for such stops and extension of waiting time are permitted.
7. The City Government is not responsible for objects left in the bus. Items found by the driver will be brought to the General Services Office for proper handling. It can be redeemed after presenting proof of ownership.
8. The General Services Office (GSO) will implement regular disinfection measures in said vehicles, including proper temperature screening of passengers before entry.

Attached herewith is the schedule and assigned drivers of shuttle service vehicles.

For your guidance,

By the Authority of the Honorable  
City Mayor Marivic C. Lim

VLADIMIR T. MATA, CESE, MNSA, MPM (Harvard-NUS)  
City Administrator

Cc: ALL PUBLIC AND PRIVATE HOSPITALS AND MEDICAL CLINICS

Handwritten note: 9-18 PM 12:28 PM



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